



Title: I, Payroll/Personnel Manual

Chapter: 9, Retirement, Section 1, Processing Retirement Documents

Bulletin: RETIRE 04-1, Reminder of Guidelines for Processing Retirement Actions

Date: November 17, 2004

To: Holders of the Processing Retirement Documents Procedure  
Personnel Users Groups  
Personnel Offices

This bulletin provides guidance concerning the processing of retirement personnel actions.

#### **Timely Submission of Personnel Actions**

The Office of Personnel Management (OPM) regulations require that retirement packages reach OPM within 30 days of the employee's separation date. Unfortunately, a significant number of retirement packages are submitted late to OPM because personnel actions are not entered into the system timely. Untimely input of personnel actions usually results in a loss of processing time (at least one biweekly pay period) by the National Finance Center (NFC). When retirement processing is delayed due to delinquent input of personnel actions, the results create additional financial hardships for the applicant. Personnel actions can be entered at anytime during the processing pay period but must pass the Personnel Edit Subsystem (PINE) process **prior to** the first pass of the Payroll Processing System (PAYE).

The entry of the appropriate nature of action code (NOAC) and the processing of the **final** Time and Attendance Report (T&A) generates Form SF-2806/3100, Individual Retirement Record, for all retirement actions except preliminary disability (NOAC 976). NOAC 976 generates the SF-2806/3100 without processing a final T&A. If the personnel action is not entered for a retiring employee, the SF-2806/3100 is not produced and the retirement package cannot be submitted to OPM.

#### **CSRS/FERS Retirement Document Transmittal Sheet**

The attachment contains a listing of Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) documentation that must be submitted to NFC for processing an employee's retirement.

#### **PINE Edit Messages**

Payroll and personnel transactions that fail PINE edits are placed in suspense and must be corrected by the agency in the Entry, Processing, Inquiry, and Correction System (EPIC) or the agency's front-end system.

Suspense reports are available through EPIC or the Table Management System (TMGT) Table 022, Payroll/Personnel Document Report. If the agency cannot resolve the errors within one workday, please call NFC at **504-255-4630** or the appropriate agency contact to obtain assistance in correcting the applicable errors. Agencies should immediately correct errors that pertain to retirement cases, so the cases can be submitted to OPM within 30 days of the employee's separation date.

### **Special Instructions for Completing Effective Date and Last Date in Pay Status Fields for Preliminary and Final Disability**

The agency personnel office must use NOAC 976 and NOAC 301 when processing Preliminary and Final Disability Retirement Actions. The following information is provided for completing the Effective Date and Last Date in Pay Status fields:

#### **Effective Date Field**

- **NOAC 976.** The effective date of the action is the last day of the pay period that Form SF-2801/3107, Application for Immediate Retirement, is received in the employee's personnel office.
- **NOAC 301.** The effective date of the action should be (1) no later than the end of the pay period in which the agency receives the OPM Letter of Approval for Disability Retirement and, (2) no earlier than the date of the approval letter.

**Note:** If the employee has sick leave to his or her credit, the agency should consult with the employee to determine whether he or she wants to use any or all of the sick leave, or whether he or she wants to be separated immediately and have the sick leave used to extend his or her length of service in the annuity computation. If sick leave is to be used by the employee before separation, the effective date of the NOAC 301 action should be the projected last day in pay status. For more information, see CSRS and FERS Handbook for Personnel and Payroll Offices, Chapter 60, Page 30.

#### **Last Date in Pay Status Field**

- **Work Status** (*NOAC 976 only*). Use a projected date approximately 6 weeks after the pay period that the preliminary disability retirement was filed.
- **All Paid Leave Status.** Use the date after the employee would have used all projected paid leave.

**Note:** Donated leave contributed after the leave without pay (LWOP) action is effective should be applied retroactively to the beginning of LWOP (after all sick leave and annual leave are exhausted). For more information about donated or transferred annual leave, see regulation 5 CFR 630.910 in the Code of Federal Regulations.

For more information on processing personnel actions and retirement packages, see Chapter 23, EPIC, of Title I.

**Form AD-1102, Special Processing Transmittal**

This form should be used as a cover sheet for each retirement/death benefits package to identify pertinent information to aid the payroll office in expediting the employee's retirement application. Submit the retirement package in an envelope with the words "**Deliver Immediately**" marked in bold letters.

Submit retirement packages to:

USDA/NFC

Payroll Reconciliation/Retirement Section

Fringe Benefits Processing Unit

P.O. Box 29310

New Orleans, LA 70189

If submitting by express mail, send to:

USDA/NFC

Payroll Reconciliation/Retirement Section

Fringe Benefits Processing Unit

13800 Old Gentilly Road

New Orleans, LA 70129

Following these regulations and guidelines will result in timely processing of the retirement action, thereby ensuring retirement applicants receive their first annuity checks, lump sum payments, etc., on time.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about processing retirement documents to the Payroll Control Branch at **504-426-1623**.



MARK J. HAZUDA, Director  
Government Employees Services Division

Attachment

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*CSRS/FERS RETIREMENT DOCUMENT TRANSMITTAL SHEET CHECKLIST*

**Order of Documents Submitted to the NFC**

(PLACE A CHECK NEXT TO EACH FORM SUBMITTED)

- ☐ SF-2801 (**CSRS**)/SF-3107 (**FERS**), Application for Immediate Retirement
- ☐ SF-2801/SF-3107, Schedule A, B, and C
- ☐ SF-2801-1/SF-3107-1, Certified Summary of Federal Service
- ☐ SF-2801-2/SF-3107-2, Spouse's Notification of Survivor Election
- ☐ SF-2801-3/SF-3107-3, Election of Former Spouse Annuity or Combination Current/Former Spouse Annuity
- ☐ SF-2809, Health Benefits Registration Form(s)
- ☐ SF-2810, Notice(s) of Change in Health Benefits Enrollment  
**\*SF-2810 transferring enrollment to OPM is no longer a required form**
- ☐ SF-2817, Life Insurance Election Form(s)
- ☐ SF-176T, Life Insurance Election Form(s)
- ☐ SF-176, Life Insurance Election Form(s)
- ☐ SF-2818, Continuation of Life Insurance Coverage
- ☐ SF-2819, Notice of Conversion Privilege (Life Insurance)
- ☐ SF-2821, Agency Certification of Life Insurance Coverage
- ☐ SF-2822, Request for Life Insurance
- ☐ SF-2823, Designation of Beneficiary (Life Insurance)
- ☐ SF-54, Designation of Beneficiary (Life Insurance)
- ☐ SF-1 199A, Direct Deposit Sign-Up Form **OR** EFT Election Letter
- ☐ DD-214, Military Discharge or Equivalent (If Applicable)
- ☐ Military Pay Waiver Letter (If Applicable)
- ☐ SF-2803 (**CSRS**)/SF-3108 (**FERS**), Application to Make Deposit or Redeposit (If Applicable)
- ☐ OPM Form 1515, Military Service Deposit Election (If Applicable)
- ☐ Annuity Estimate
- ☐ W-4
- ☐ W-4P
- ☐ SF-2801 Schedule D, Agency Checklist of Immediate Retirement Procedures

**EMPLOYEE NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**PERSONNEL CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**DATE MAILED:** \_\_\_\_\_ **AG. #:** \_\_\_\_\_ **POI:** \_\_\_\_\_

**REMARK:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## CSRS/FERS RETIREMENT DOCUMENT TRANSMITTAL SHEET

Timely submission of retirement documents, along with timely processing of both the Nature of Action (NOA) and Time and Attendance (T&A) data is critical to meeting OPM's 30-day time-frame for submission of retirement data.

### Recommendations for Expediting Retirement Cases:

- Submit retirement documents (application and associated forms) at least one week prior to the effective separation date.
- Ensure that the retirement application contains an original signature.
- Enter the separation NOA prior to payroll processing for the pay period in which the employee separates.
- Flag the T&A as **"FINAL"** prior to payroll processing for the pay period in which the employee separates.

**Note:** The separation NOA and T&A flagged **"FINAL"** **must be processed simultaneously** in order to generate the Individual Retirement Record.

- Certify the salary on the SF-2821 (including locality pay, premium pay, etc.).
  - Include certification by **2 different** certifying officials on the SF-2821 in Blocks 15A & 16A (Block 16A can be left blank for certification at NFC).
  - Enter the correct alpha code on the SF-2821.
- Encourage employees to make Post 56 Military Deposits **prior to** the effective retirement date.
- Arrange forms in the order specified on the Transmittal Sheet.
- Attach the completed Transmittal Sheet to the retirement documents submitted to NFC.